

**BRIAN SANDOVAL**  
*Governor*

**James R. Wells, CPA**  
*Director*



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*Division Administrator*

**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS  
100 N. Stewart Street  
Carson City, Nevada 89701  
(775) 684-3411 \* Fax (775) 684-3426 \* TDD (775) 687-8338**

**The Committee to Approve Schedules for the Retention  
and Disposition of Official State Records**

**Meeting Notice**

**DATE:** Wednesday, July 8, 2015  
**TIME:** 1:15 p.m.  
**LOCATION:** Nevada State Library and Archives Building  
Board Room  
100 North Stewart Street  
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**Agenda**

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|----------------------------|--|
|                            | <b>1. Call to Order, Welcome, Roll Call</b>  |
|                            | <b>2. Public Comment</b><br>Comment may be limited to 5 minutes per person at the discretion of the Chairman.  |
| <b>FOR POSSIBLE ACTION</b> | <b>3. Review, correct, if necessary, and approve the minutes of the June 10, 2015 meeting.</b>   |
| <b>FOR POSSIBLE ACTION</b> | <b>4. Department of Transportation</b><br>A. TRDA 2015018: Pay Register Reports and Timesheets (Fiscal)<br>B. TRDA 2015019: Payroll Reports (Fiscal)<br>C. TRDA 2015020: Time Maintenance Records (Fiscal)<br>D. TRDA 2015021: Employee Payroll Records (Fiscal)<br>E. TRDA 2014101: Payroll Records (Personnel) |
| <b>FOR POSSIBLE ACTION</b> | <b>5. Health and Human Services, Bureau of Family Health Services</b><br>A. RDA 2006005: Program Medical Files<br>B. RDA 2015016: Program Medical Files (Youth)  |

**FOR POSSIBLE ACTION**

6. **Health and Human Services, Lakes Crossing Center for Persons with Intellectual Disabilities**
  - A. RDA 2006277: Lakes Crossing Client Medical Records
  - B. RDA 2015017: Lakes Crossing Client Medical Records (Youth)

**FOR POSSIBLE ACTION**

7. **Department of Administration, Literacy Program**
  - A. RDA 2000084: Tutor Certificate Database
  - B. RDA 2000054: Tutor Competency Files

**FOR POSSIBLE ACTION**

8. **General Records Retention and Disposition Schedule**
  - A. RDA 2015003: Calendars: Executive
  - B. RDA 2015022: Calendars: Agency Staff
  - C. RDA 2015008: Agency Special Event Files
  - D. RDA 2015014: Personal Information Security Breach Notification Records
  - E. RDA 2015015: Gift and Donation Records
  - F. RDA 2012047: Executive Reports
  - G. RDA 2005104: Special Reports
  - H. RDA 2000043: Agency History Records

**FOR POSSIBLE ACTION**

9. **Department of Administration, Archives and Records**
  - A. RDA 1992429: Unscheduled Official State Records
  - B. RDA 1992432: Non-State Government Records

10. **Nevada Department of Transportation Update (Discussion Only)**

**FOR POSSIBLE ACTION**

11. **Discuss creation of a Subcommittee to Review NRS 239.073 regarding the composition of The Committee to Approve Schedules for the Retention and Disposition of Official State Records**

**FOR POSSIBLE ACTION**

12. **Retention Schedules Changes Anticipated to be Future Agenda Items**

Department of Health and Human Services: Marijuana Health Registry  
Peace Officers' Standards and Training (POST)  
General Schedule: Law Enforcement: Portable Recordings  
Air Force National Guard  
Office of the Controller  
Secretary of State  
Board of Dental Examiners

13. **Informational Items (Discussion Only)**

14. **Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman.

15. **Confirm time of next meeting**

Next meeting scheduled for August 12, 2015 at 1:15pm

**FOR POSSIBLE ACTION**

16. **Adjourn**

## **General Information**

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Michelle Byrne in writing at the Records Management Program 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email [mbyrne@admin.nv.gov](mailto:mbyrne@admin.nv.gov) prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the Records Management Program at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: [www.nsla.nv.gov](http://www.nsla.nv.gov) (under Records Management, State Records Committee). The agenda, the Committee Packet, and all other supplemental material are also available by contacting Michelle Byrne at [mbyrne@admin.nv.gov](mailto:mbyrne@admin.nv.gov) or by telephone at (775) 684-3411.

### **This agenda has been posted at the following locations:**

The Nevada State Library, Archives and Public  
Records  
100 North Stewart Street  
Carson City, NV 89701

The Nevada Legislature  
401 S. Carson St.  
Carson City, NV 89701

Washoe County Library  
301 South Center Street  
Reno, NV 89505

The Las Vegas/Clark County Library District  
1401 E. Flamingo Road  
Las Vegas, NV 89119

NSLA website: [www.nsla.nv.gov](http://www.nsla.nv.gov)

As required by [NRS 232.175](#):  
<https://notice.nv.gov/> Under the Department of Administration, State Records Committee.